

DTL HL

8 November 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

I. Courses

a. Midcareer Course

The 34th running of this course was kicked off by Mr. Colby on Wednesday afternoon, 1 November at Headquarters. He pointed out the expenditures in time, manpower, and money made by the Agency for this course and urged the students to take full advantage of the opportunities presented. The substantive portion of the course

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begins with the Managerial Grid week [REDACTED]

5-10 November. Planning for the new block of instruction on Management Science is complete subject to changes that might be suggested

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after the Chief Instructor, [REDACTED] completes the Management Science Course, 13-17 November.

b. Fundamentals of Budgeting

Seven additional runnings of this new one-week course have been scheduled for the period 15 January through 22 June 1973. One of these will be a special running for Office of Finance personnel to be given at Headquarters 29 January-2 February 1973. The rest will be held at the Chamber of Commerce Building. [REDACTED] 25X1A

25X1A [REDACTED] is the instructor. Our announcement for the first presentation of this course, 27 November-1 December 1972 at Headquarters, has prompted wide-spread interest in the course.

c. International Narcotics Control Interagency Training Program

The two-day Agency portion of this course was presented on 1 and 2 November. Three Operations School instructors and four European Division officers participated. Based on initial student response and comments by the Program Coordinator, [REDACTED] 25X1A this second running was well received and an improvement over our first effort.

d. Senior Seminar

Planning proceeds apace for Senior Seminar No. 3 scheduled to begin on 21 January 1973. The Training Selection Board deadline for nominations is 1 December.

During the past week two consultants visited the Senior Seminar Staff. Dr. Robert Young of Consolidated Analysis Centers, Inc., spent the better part of a day advising the staff on the content of and possible guest speakers for the block on "New Methodologies of Interest to Intelligence." Dr. Edmund Fulker, Assistant Director of the Graduate School, U.S.D.A., spent most of 31 October suggesting contacts and topics for much of the entire program. One of his suggested topics is a "world future game," which will be played by the World Future Society in the evening of 14 November. Chief, Senior Seminar Staff and [REDACTED] will investigate on the spot.

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e. Chinese Language Classes

Our offering of Chinese classes at Headquarters has been warmly received. Where a few months ago we had so few Chinese students that the faculty had to be reduced, we are now training more than 30 people at Headquarters in Chinese. An important side effect of the Headquarters program has been to stimulate interest in the study of Chinese at the Language School where we now have six students enrolled. The Headquarters program has also prompted requests for training in other languages at Headquarters, but there are no firm requirements.

**f. Advanced Intelligence Seminar**

A 40-minute question-and-answer session with Mr. Helms concluded the tenth running of this seminar on 31 October. Mr. Helms discussed the importance of the Middle East as a world trouble spot and its ramifications for intelligence and the importance of monitoring the SALT agreements. He stressed the need for a leaner organization in CIA, gave a positive assessment of the Agency's relations with Capitol Hill, and was critical about the lack of feedback from our consumers on the National Security Council. He also stressed the continuing importance of practical economic intelligence needed by our policy makers to strengthen their negotiating position with foreign governments.

**The following courses were concluded during the week of 29 October:**

Advanced Intelligence Seminar  
China Familiarization  
CI Survey  
Effective Writing  
Fundamentals of Supervision and Management  
Operations Support  
Records Management-File Procedures Seminar (2 runnings)

**Courses beginning the week of 5 November include:**

Briefing Techniques  
Drug Abuse Seminar  
Effective Writing  
Large Scale Systems Analysis  
Midcareer Course  
Orientation for Overseas  
Reading Improvement  
Records Management - Forms Management Seminar

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2. General

25X1A [REDACTED] has been invited to appear on Canadian television in a documentary series on the life and work of Britain's World War II Chief of Intelligence in the U.S., Sir William S. Stephenson. The series will portray the great changes in the life of Sir William and will consist of "filmed interviews with notables" and archival film to illustrate events. Tom has been asked to "put in proper perspective" Stephenson's role in the development of OSS and allied matters. A few weeks ago Tom was invited to write the forward to The Two Bills, an account of Stephenson's wartime collaboration with General Donovan.

Chief, DDI Administrative Staff, [REDACTED] plans to hold 25X1A interviews with the DDI-oriented Career Trainees from the January 1972 class during the period 31 October-6 November. The purpose of these interviews is to provide the CTs with an opportunity to review and discuss their personal career objectives with a concerned senior DDI officer. This is the first time formal interviews of this kind have been scheduled.

The returns are now in from the CT recruitment trip to Los Angeles, Phoenix, and Austin. Two of the seven applicants interviewed were judged suitable for further processing in Washington. One of these has subsequently received a security hold which will probably be disqualifying. The remaining applicant appears to have a good chance of being accepted for the program.

From a management standpoint, in addition to saving time and money and providing an opportunity for timely meetings with field recruiters, these field interviews are proving very helpful in keeping us on top of the true status of CT applicants.

3. Notes

WH Division held a Chiefs of Station conference [REDACTED] 25X1A

25X1A [REDACTED] 30 October-3 November. There were 32 conferees.

25X1A Mr. Colby addressed the group on 1 November.... Five representatives from [REDACTED] on 16 and 17 November

25X1C [REDACTED]  
remove and relocate some of these items.... [REDACTED] Assistant 25X1A  
for Information Control, called us regarding our request for a revision and reprint of Form 73 (Request for Internal Training). He thinks it is a good example of a training form and plans to release it to GSA and National Archives.

4. Briefings

25X1A During this reporting period three briefings were given. On 30 October at Headquarters [REDACTED] briefed two officials of the [REDACTED] 25X1C

25X1A security service on CIA and [REDACTED] briefed two [REDACTED] 25X1C

25X1C [REDACTED]  
on CIA and the National Security Structure. On 31 October at the State

25X1C Department [REDACTED] briefed six senior military officers from

25X1A [REDACTED] also on CIA and the National Security Structure.

5. Guest Speakers

Attached is the schedule of high-level guest speakers who will participate in OTR courses during the week beginning Sunday, 5 November.



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HUGH T. CUNNINGHAM  
Director of Training

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